



## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <div style="text-align: center;">ABIDJAN</div>		2. Agency <div style="text-align: center;">ICASS</div>		3a. Position Number	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input checked="" type="checkbox"/> c. Other (explain) <div style="text-align: center;">Recruitment</div>					
5. Classification Action		Position Title and Series Code		Grade	Initials    Date (mm-dd-yyyy)
a. Post Classification Authority		SECURITY ESCORT, FSN-701		FSN-5/FP-9	
b. Other					
c. Proposed by Initiating Office					
6. Post Title Position (If different from official title) <div style="text-align: center;">SECURITY ESCORT</div>			7. Name of Employee		
8. Office/Section <div style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</div>			a. First Subdivision <div style="text-align: center;">ADMIN</div>		
b. Second Subdivision <div style="text-align: center;">Facilities Maintenance Section</div>			c. Third Subdivision <div style="text-align: center;">General Services Office</div>		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <div style="text-align: center;">_____ Typed Name and Signature of Employee      Date (mm-dd-yyyy)</div>			10. This is a complete and accurate description of the duties and responsibilities of this position.  <div style="text-align: center;">_____ Typed Name and Signature of Supervisor      Date (mm-dd-yyyy)</div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <div style="text-align: center;">_____ Typed Name and Signature of Section Chief or Agency Head      Date (mm-dd-yyyy)</div>			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <div style="text-align: center;">_____ Typed Name and Signature of Admin or Human Resources      Date (mm-dd-yyyy)</div>		
13. Basic Function Of Position  Under the supervision of the Facilities Manager, incumbent provides security escort in Controlled Access Area (CAA) and Mission-sensitive (but non-CAA) areas.					
14. Major Duties and Responsibilities _____ % of Time  Provides watchful vigilance and physical accompaniment in CAA to include escort of Locally employed Staff, uncleared Americans, visitors, contractors, and technical personnel. Coordinates electronic security screening of physical materials intended for the CAA and Mission-sensitive areas. 100%  <div style="text-align: center;">(Continue on blank sheet)</div>					

15. Qualifications Required For Effective Performance

a. Education

Secondary School Education required .

b. Prior Work Experience

At least one year experience in general office work.

c. Post Entry Training

On the job training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III English; Level I French.

e. Job Knowledge

Must be computer literate; must possess good organizational skills.

f. Skills and Abilities

Must be skilled in the use of hand screening tools or equipment.  
Must be able to operate autocard cypher locks and secure combinations

16. Position Element

a. Supervision Received

General supervision from Facilities Management, but expected to prioritize tasks and function with minimal supervision.

b. Supervision Exercised

N/A

c. Available Guidelines

General guidelines provided by supervisor and RSO for security issues.

d. Exercise of Judgment

Expected to exercise judgement in all aspects of work.

e. Authority to Make Commitments

May make commitments for scheduled.

f. Nature, Level, and Purpose of Contacts

USG officials, American Citizen, LES employees.

g. Time Expected to Reach Full Performance Level

One week.